



The Commonwealth of Massachusetts  
**Division of Professional Licensure**  
Board of Registration of  
Real Estate Appraisers  
239 Causeway St, Suite 500, Boston MA 02114  
617-727-3055

(revised 11-2-05)

**Information for reciprocal real estate appraiser applicants**

Massachusetts General Law Chapter 112, section 178 (4), provides for the licensure of real estate appraisers. Licensed appraisers are urged to procure their own copy of the Uniform Standards of Professional Appraisal Practice (USPAP) from the Appraisal Foundation, 1029 Vermont Ave. NW, Suite 900, Washington, DC 20005-3517, 202-347-7722. Licensed appraisers are required to be familiar with the Massachusetts real estate appraisal license law and regulations. They may be obtained from the State House Book Store at 617-727-2834 or the Board's web site [www.mass.gov/dpl/boards/ra](http://www.mass.gov/dpl/boards/ra).

The first license is valid for three to four years. Licenses are renewed every three years. All licensees who wish to renew must complete the MASSACHUSETTS requirement for continuing education (264 CMR, 10.01) regardless of the requirements of your home state.

If you have been convicted of a criminal offense please review the Board's Criminal Conviction and Discipline Review policy at the Board's web site prior to completing this application.

**Applications**

You must fully and correctly complete the attached application. The initial application fee is \$338.00 and **a separate check** for a license fee of \$505.00 must be submitted together with the application. Make both checks payable to Comm. Of MA. The application fee is non-refundable. Examination is NOT required.

If you have any questions, the Board's mailing address and telephone number are above.

**Note: If your name is not listed on the Federal Registry, your application will be returned as incomplete. Please check with your state board for verification of this before mailing applications.**

**Continuing Education Requirement**

Your initial license is issued for a term that runs from the date of issuance (passing the Exam) to your next occurring birthday plus 36 months. If this initial term totals more than 36 months (3 years) and 185 days, you must complete 59 hours of continuing education prior to your first expiration. If the first term of licensure is EQUAL to or LESS than 36 months and 185 days, you must complete 45 hours of continuing education.

Included in the total number of hours required is USPAP undated courses. All licensees are required to complete an update course for every new edition of USPAP published by the Appraisal Standards Board of the Appraisal Foundation. And all appraisers must take such course within every 24 month period. An appraiser may not practice without a USPAP update course for more than 24 months.

### **State Licensed and Certified Residential**

The remaining hours of required education may be in continuing education courses approved by the Board as residential or non-residential or both. The Board also approves Elective courses, however, the maximum number of hours of Elective course is 10.

The remaining hours of required education may be in courses approved by the Board as residential or non-residential or both. The Board also approves Elective courses, however, the maximum number of hours of Elective course is 10.

### **Certified General**

The total number of hours must also include at least 21 hours in courses approved as Non-residential.



(Street and P0 Box/Apt number)	(City )	(ST)	(Zip Code)
--------------------------------	---------	------	------------

**11. Business address if applicable:**

\_\_\_\_\_  
(Street and P0 Box/Apt number) (City ) (ST) (Zip Code)

**12. Have you ever changed your name?** ☐ Yes ☐ No

If yes state previous name(s):\_\_\_\_\_

**13. Have you ever held a real estate appraiser license in Massachusetts or any state or American jurisdiction?** ☐ Yes ☐ No

If yes, Where? \_\_\_\_\_

**14. Are you the subject of pending disciplinary actions by a licensing/certification board located in the United States or any country or foreign jurisdiction?** ☐ Yes ☐ No

If yes, attach a statement containing the nature of complaint(s) and name(s) of licensing authority(ies).

**15. Have you ever been convicted of a felony or misdemeanor in the United States or any country or foreign jurisdiction, other than a traffic violation for which a fine of less than \$100.00 was assessed?** ☐ Yes ☐ No

If yes, attach statement containing the name of court(s) and jurisdiction where conviction(s) occurred, the nature of the conviction, the date(s) of conviction and a description of any events in connection with the conviction that you feel are relevant to the boards understanding of the conviction. Also provide 3 letters of reference and if probation was served, a letter from the probation officer

**16. Have you ever voluntarily surrendered or resigned a professional license to a license/certification board in the United States or Foreign jurisdiction?** ☐ Yes ☐ No

If yes, provide details on a separate sheet.

**17. Have you ever applied for and been denied a professional license in the United States or any country or foreign jurisdiction?** ☐ Yes ☐ No

If yes, provide details on a separate sheet.

**18. Has any disciplinary action been taken against you by a licensing/certification board located in the United States or any country or foreign jurisdiction?** ☐ Yes ☐ No

If yes, attach details

**19. Attach an original Certified Record of license history issued by the state through which you seek a reciprocal Massachusetts appraiser certification or license.**

**20. List ALL current license/certifications you hold in the United States or any country or foreign jurisdiction and the state/jurisdiction from which the license/certification was originally issued. Attach a certificate of standing from each state or jurisdiction in which you are licensed/certified, indicating the status of your license and any relevant disciplinary information. You need not provide a certified statement for licenses issued by the Massachusetts Division of Registration Boards of Registration, simply list the profession and license number.**

---

**21.** This application must be ***SIGNED*** by one reference who is not a relative and is personally known to the applicant.

I, the undersigned, certify that the applicant, who is known to me, has a good reputation for honesty and fair dealing and is of good moral character. I will be willing to interpret or substantiate to the Board my endorsement, should the Board desire to contact me at a later date.

**NAME**

**ADDRESS**

**PHONE**

---

Signature of reference: \_\_\_\_\_

**21.** I, \_\_\_\_\_ (the applicant), hereby certifies, under the pains and penalties of perjury, that I am the applicant named herein and that the statements contained in this application are true and correct to the best of my knowledge and belief and any omission, failure to disclose or inaccuracy may be sufficient to deny licensure or certification. Further, I have not withheld any information that may affect my eligibility of licensure or certification.

I further attest that, pursuant to M.G.L. 62C, s.49A, to the best of my knowledge and belief, I have filed all state tax returns and paid all state taxes required by law.

I attest that I have read and understand the Uniform Standards of Professional Appraisal Practice and the Massachusetts real estate appraiser rules and regulations 264 CMR.

And if at any time my mailing address changes to an address outside the Commonwealth of Massachusetts, I consent that service of process or notice of suits and legal actions may be served on the Secretary of State of the Commonwealth of Massachusetts.

The Board is certified by the Criminal History Systems Board [ID# MAREG G] to access data about convictions and pending criminal cases. Those records—and other Federal and professional records—may be checked as part of your licensing process. No records are automatic disqualifiers; you will be given an opportunity to discuss any issues with the Board.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Notary

My commission expires on:

## Checklist

- ◆ The application is fully completed and signed by the applicant
- ◆ The application fee of \$338.00 is included (**NON-REFUNDABLE**)
- ◆ The license fee of \$505.00 is included
- ◆ The character reference is completed and signed
- ◆ The application is notarized
- ◆ All documents concerning criminal or disciplinary proceedings are attached
- ◆ The original certified record of my appraiser license from the state through which I seek reciprocity is attached
- ◆ Original certified records of all other professional licenses from any jurisdiction (excluding the Massachusetts Division of Professional Licensure) are attached